

START

Receive notification of an opportunity to propose or initiate an idea for an unsolicited proposal (see Note 1)

Objectives:

- to develop R & A Proposals
- to ensure that R & A projects are conducted according to the specifications within the proposal

Approval _____ Original signed on file
Associate Director for Research and Technology Competencies

No
Continue?

Yes

Formulate/reformulate the concept of response or research and meet with the Branch Head to discuss the approach

Branch Head

Determine if the initial concept is appropriate and verbally recommend modifications if necessary (see Note 2)

Delay or terminate the concept development as necessary

END

Yes

Continue?

No

Modify the concept?

Yes

No

Advise the principal investigator not to proceed with the concept

END

Prepare/revise the proposal and open a Proposal File folder (see Note 3)

Review the proposal (see Note 4)

Branch Secretary

Prepare a Transmittal Letter for principal investigator signature and forward for review and approval

Directorate Office

Review the proposal

Note 3

- Prepare/revise the proposal based upon the:
- Branch Head's recommendations
 - Scientific requirements
 - Administrative constraints outlined by the sponsor

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General Information

The following records are generated by this procedure and are maintained in accordance with LMS-CP-2707:

- Proposal/Project File (contains proposal, transmittal letter, proposal/project files)
- Notification of Acceptance

Note 1

Notification of opportunities can be either formal or informal and can be received through:

- Announcements in scientific journals
- E-mail
- NASA Headquarters announcements
- Verbal or written discussion or solicitation with or from external sponsors, including government agencies
- Notification can take the form of very broad research requirements or objectives
- Available through the NASA Headquarters Research Opportunities web site at <http://research.hq.nasa.gov/research.cfm>

Types of projects considered for proposals using this process include:

- Field experiment investigations
- Hardware development for field experiments and analysis
- Atmospheric model development, validation, and studies
- Data processing
- Data analysis
- Science assessments
- Near-term and long-range forecasting

Ideas for proposals are generated based on the Office of Earth Sciences and the Office of Space Sciences vision, mission and strategic planning documents, the Science Directorate areas of expertise and strategic plans, and the Principal Investigator's interests.

Note 2

Branch Head and/or Director will review the R & A proposal for consistency with the Langley R & A strategy.

Review the general concept for:

- Appropriateness for sponsor solicitation
- Appropriateness for NASA LaRC Science Directorate
- Technical feasibility
- Resource availability (travel, space, personnel, equipment)

Branch Head and the Principal Investigator will consult with the Director, Science Directorate, if requested by the Principal Investigator for dispute resolution.



